

FY 2002-03 BUDGET
SUMMARY OF REVENUES AND EXPENDITURES

Section Title: GENERAL FUND
Section/Index No: 672105

Sub-Object No. and Title	Adopted 2001-02	Requested FY 02-03	Difference	Percent Change
<i>REVENUES:</i>				
<u>TAXES</u>				
1000 Prop Taxes - CY Secured	\$2,600,000	\$2,800,000	\$200,000	7.69%
1020 Prop Taxes - CY Supplemental	101,000	101,000	0	0.00%
1040 Prop Taxes - CY Unsecured	101,000	120,000	19,000	18.81%
1266 Timber Yield Tax	4,000	4,000	0	0.00%
<i>Subtotal Taxes</i>	\$2,806,000	\$3,025,000	\$219,000	7.80%
<u>USE OF MONEY</u>				
1700 Interest on Pooled Cash	\$112,500	\$150,000	\$37,500	33.33%
<i>Subtotal Use of Money</i>	\$112,500	\$150,000	\$37,500	33.33%
<u>INTERGOVERNMENTAL REVENUE</u>				
2440 St - HOPTR	\$50,000	\$50,000	\$0	0.00%
2901 County	110,000	110,000	0	0.00%
<i>Subtotal Intergovernmental Revenue</i>	\$160,000	\$160,000	\$0	0.00%
<u>CHARGES FOR SERVICES</u>				
3144 Plan Check / Drainage Review	\$200,000	\$200,000	\$0	0.00%
3145 Plans / Specs	300	300	0	0.00%
<i>Subtotal Charges for Service</i>	\$200,300	\$200,300	\$0	0.00%
<u>MISCELLANEOUS REVENUE</u>				
4102 Donations and Reimbursements	200,000	50,000	(150,000)	(75.00%)
<i>Subtotal Other Financing Sources</i>	\$200,000	\$50,000	(\$150,000)	(75.00%)
<u>RESIDUAL EQUITY TRANSFER</u>				
4865 RET W/in Special Dist-BOS	0	0	0	N/A
<i>Subtotal Other Financing Sources</i>	\$0	\$0	\$0	N/A
TOTAL REVENUES	\$3,478,800	\$3,585,300	\$106,500	3.06%

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Index No.: 672105

Sub-Object No. and Title	Adopted 2001-02	Requested FY 02-03	Difference	Percent Change
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EXPENDITURES:**SALARIES AND BENEFITS**

5100 Permanent Positions	\$12,810,190	\$13,100,848	\$290,658	2.27%
5110 Extra Help	593,263	583,208	(10,055)	(1.69%)
5120 Overtime	288,682	302,562	13,880	4.81%
5140 Premium Pay	18,102	19,016	914	5.05%
5150 Vacation Pay	40,318	42,329	2,011	4.99%
5160 Shift Differential	25,843	27,160	1,317	5.10%
5190 Agency / Extra Help	38,124	39,864	1,740	4.56%
5210 County Retirement	1,620,837	1,807,582	186,745	11.52%
5220 FICA	1,046,614	1,069,985	23,371	2.23%
5300 Health Insurance	1,240,912	1,328,997	88,085	7.10%
5310 Disability	141,096	245,479	104,383	73.98%
5320 Dental Insurance	191,814	191,142	(672)	(0.35%)
5330 Life Insurance	16,806	14,602	(2,204)	(13.11%)
5340 Vision Insurance	44,682	44,333	(349)	(0.78%)
5350 Unemployment Insurance	0	29,160	29,160	N/A
5400 Workers' Compensation	493,865	616,624	122,759	24.86%
5500 Other Benefits	2,396	2,216	(180)	(7.51%)
5900 Salary Savings	(800,000)	(900,000)	(100,000)	12.50%
5901 Final Budget Adjustment	0	0	0	N/A
5940 Workers' Comp-Loc Bds	269,000	314,730	45,730	17.00%
Subtotal Salaries & Benefits	\$18,082,544	\$18,879,837	\$797,293	4.41%

SERVICES AND SUPPLIES

6020 Clothing / Personal	\$65,000	\$65,000	\$0	0.00%
6040 Communications	130,000	125,000	(5,000)	(3.85%)
6042 Paging Services	9,000	5,000	(4,000)	(44.44%)
6080 Household Expense	1,000	1,000	0	0.00%
6103 Liability Insurance	80,332	65,433	(14,899)	(18.55%)
6110 Reimb of Employee Damage	500	500	0	0.00%
6140 Maintenance - Equipment	125,000	150,000	25,000	20.00%
6262 Lab Supplies	25,000	25,000	0	0.00%
6280 Memberships	26,000	26,000	0	0.00%
6400 Office Expense	70,000	60,000	(10,000)	(14.29%)
6410 Postage	20,000	20,000	0	0.00%
6415 Books / Periodicals	25,000	25,000	0	0.00%
6430 Printing Services	22,000	10,000	(12,000)	(54.55%)
6461 Supplies / Expenses	180,000	180,000	0	0.00%
6512 Testing / Analysis	5,000	5,000	0	0.00%
6514 Lab Services	5,000	5,000	0	0.00%
6516 Data Processing Services	40,000	30,000	(10,000)	(25.00%)
6521 County Services	185,000	209,000	24,000	12.97%
6522 District Services	50,000	50,000	0	0.00%
6570 Consultant Services	155,000	150,000	(5,000)	(3.23%)

SUMMARY OF REVENUES AND EXPENDITURES

Index No.: 672105

Sub-Object No. and Title	Adopted 2001-02	Requested FY 02-03	Difference	Percent Change
<u>SERVICES AND SUPPLIES (Continued)</u>				
6573 Administration Costs	61,000	61,000	0	0.00%
6610 Legal Services	175,000	175,000	0	0.00%
6629 Fiscal Accounting Services	376,048	371,343	(4,705)	(1.25%)
6630 Audit / Accounting Services	55,000	55,000	0	0.00%
6651 Optometric Services	1,000	1,000	0	0.00%
6654 Medical Examinations	10,000	10,000	0	0.00%
6739 Canon Manor District	0	0	0	N/A
6800 Public / Legal Notices	5,000	5,000	0	0.00%
6820 Rents and Leases - Equipment	35,000	35,000	0	0.00%
6821 Rents and Leases - D P Equip	20,000	20,000	0	0.00%
6840 Rents and Leases - Bldgs/Imp	975,400	975,400	0	0.00%
6880 Small Tools - Instruments	156,000	40,000	(116,000)	(74.36%)
6889 Software	50,000	100,000	50,000	100.00%
6890 Computer Hardware	50,000	100,000	50,000	100.00%
7022 Public Relations Expense	1,000	1,000	0	0.00%
7052 Out of State Use Tax	1,500	1,500	0	0.00%
7110 Prof Dev - Admin Mgt	20,000	25,000	5,000	25.00%
7111 Prof Dev - Confidential	2,000	2,000	0	0.00%
7112 Prof Dev - WCE	12,000	12,000	0	0.00%
7120 In-Service Training	60,000	60,000	0	0.00%
7130 Tuition / Textbook - Nontaxable	15,000	15,000	0	0.00%
7206 Equipment Usage Charge	55,000	70,000	15,000	27.27%
7217 State Permits / Fees	10,000	10,000	0	0.00%
7250 Reimbursable Projects	400,000	250,000	(150,000)	(37.50%)
7302 Travel Expense	75,000	75,000	0	0.00%
7303 Private Car Expense	25,000	25,000	0	0.00%
7400 County Data Processing	15,000	15,000	0	0.00%
Subtotal Services and Supplies	\$3,879,780	\$3,717,176	(\$162,604)	(4.19%)
<u>OTHER CHARGES</u>				
7920 Interest	\$10,000	\$10,000	\$0	0.00%
7930 Interest-L.T. Debt	\$0	\$0	\$0	N/A
7960 Rights of Way	2,000	2,000	0	0.00%
8010 Contribution Non-Co Govt	217,850	20,000	(197,850)	(90.82%)
Subtotal Other Charges	\$229,850	\$32,000	(\$197,850)	(86.08%)
<u>FIXED ASSETS</u>				
8519 Interest Expense	\$0	\$0	\$0	N/A
8560 Equipment	75,000	75,000	0	0.00%
8561 Office Equipment	45,000	45,000	0	0.00%
8562 Computer Equipment	50,000	75,000	25,000	50.00%
8571 Field Equipment	16,000	18,000	2,000	12.50%
8572 Lab Equipment	0	0	0	N/A
8574 Shop Equipment	0	0	0	N/A
Subtotal Fixed Assets	\$186,000	\$213,000	\$27,000	14.52%

SUMMARY OF REVENUES AND EXPENDITURES

Index No.: 672105

Sub-Object No. and Title	Adopted 2001-02	Requested FY 02-03	Difference	Percent Change
<u>OTHER FINANCING USES</u>				
8625 OT - W/in Special Dist - BOS	\$2,500,000	\$2,500,000	\$0	0.00%
8640 OT - Between entities - BOS	15,100	0	(15,100)	(100.00%)
<i>Subtotal Other Financing Uses</i>	\$2,515,100	\$2,500,000	(\$15,100)	(0.60%)
<u>REIMBURSEMENTS</u>				
8709 Reimbursements - Interfund	(\$21,761,540)	(\$22,485,013)	(\$723,473)	3.32%
<i>Subtotal Reimbursements</i>	(\$21,761,540)	(\$22,485,013)	(\$723,473)	3.32%
<u>RESIDUAL EQUITY TRANSFER</u>				
8865 RET - W/in Special Dist - BOS	\$0	\$0	\$0	N/A
<i>Subtotal Residual Equity Transfer</i>	\$0	\$0	\$0	N/A
<u>APPROPRIATIONS FOR CONT</u>				
9000 Appropriations for Contingencies	\$500,000	\$500,000	\$0	0.00%
<i>Subtotal Approp. for Contingencies</i>	\$500,000	\$500,000	\$0	0.00%
TOTAL EXPENDITURES	\$3,631,734	\$3,357,000	(\$274,734)	(7.56%)
GROSS EXPENDITURES				
<i>(Without Reimbursements)</i>	\$25,393,274	\$25,842,013	\$448,739	1.77%
TOTAL NET COST	\$152,934	(\$228,300)	(\$381,234)	(249.28%)
<i>(Expenditures Minus Revenues)</i>				

FY 2002-03 BUDGET
CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Administration and General

Section Title: General Fund

Character Title: Taxes

Character No.: 672105-10

1000 Prop Taxes - CY Secured

The amount requested for property tax revenue is based on prior year actuals and current year estimates from the Auditor-Controller's office.

1020 Prop Taxes - CY Supplemental

The amount requested for property tax revenue is based on prior year actuals and current year estimates from the Auditor-Controller's office.

1040 Prop Taxes - CY Unsecured

The amount requested for property tax revenue is based on prior year actuals and current year estimates from the Auditor-Controller's office.

1266 Timber Yield Tax

Timber Yield taxes are calculated and collected by the State.

Character: Use of Money and Property

Character No.: 672105-17

1700 Interest on Pooled Cash

This account records interest on pooled cash held for the Agency by the County Treasurer's office. Estimated interest is projected based on cash on hand and current interest rate trends.

Estimated Average Cash Balance	\$3,500,000
Projected Interest Rate	4.50%
Projected/Planned Interest on Pooled Cash	\$150,000

Character: Intergovernmental Revenue

Character No.: 672105-20

2440 St - HOPTR

Home Owner Property Tax Relief revenues are received from the State as reimbursement for property tax revenues lost due to the Home Owners Exemption. The amount requested is based on prior year actuals and current year estimates from the Auditor-Controller's office.

2901 County

This item records revenue received as reimbursement for services provided to other county departments, cities and governmental agencies. Costs for services are charged to sub-object 7250, Reimbursable Projects. This sub object will fluctuate from year to year based on need. The FY 02-03 amount anticipates an agreement with the County's Permit and Resource Management Department for reimbursement of costs associated with work on the Aggregate Resources Management (ARM) Plan.

FY 2002-03 BUDGET

CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Administration and General

Section Title: General Fund

Character: Charges for Services

Character No.: 672105-30

3144 Plan Check / Drainage Review

This item records service revenues received from plan checking and developmental reviews. Reductions in revenue are anticipated based on prior year actuals and current year estimates of workload.

3145 Plans / Specs

This item records revenue which is generated from the sale of plans and specs for Agency projects that are put out to bid.

Character: Miscellaneous Revenue

Character No.: 672105-40

4102 Donations and Reimbursements

This item reflects reimbursements related to the Agreement for operation and Maintenance of the Mayacama Golf Course Wastewater Collection and Treatment facility.

Character: Salaries and Employee Benefits

Character No.: 672105-50

5100 Permanent Positions

All Agency employees are budgeted in the Agency's General Fund. Hourly charges are then cost applied to the various enterprise and non-enterprise activities, reimbursing the General Fund.

Reconciliation of Permanent Positions:

FY 01-02 Adopted Budget:

FTE
216.00

FY 02-03 Requested Position Changes:

Delete: 1 Account Clerk II
3 Engineering Tech III
2 WA Maintenance Worker II
1 Industrial Waste Inspector
1 Water Agency Information Specialist
1 Engineering Tech II

(9.00)

FY 01-02 Net Increase / (Decrease)

FY 01-02 Requested Permanent Positions

(9.00)
207.00

FY 2002-03 BUDGET

CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Administration and General
Section Title: General Fund

5110 Extra Help

Extra Help is required to replace personnel who have resigned, are on long-term temporary unpaid leave, or to provide additional assistance for temporary projects. Extra Help is limited to filling extremely sensitive positions which are anticipated to be vacant for a period that would disrupt departmental operations. Normally it is limited to positions that are in an unpaid status.

<u>Job Class</u>	<u>Hours</u>	<u>FTE</u>	<u>Amount</u>
Clerk Typist III	2,088	1.00	\$32,842
Programmer Analyst	1,040	0.50	28,734
Account Clerk II	1,040	0.50	16,359
Student Intern	12,480	6.00	129,970
Engineering Technician III	4,160	2.00	99,302
Water Agency Principal Engineer	1,040	0.50	38,573
General Manager	520	0.25	28,687
Water Agency Plant Operator	2,080	1.00	51,104
Natural Resources Program Assistant	12,480	6.00	158,582
<i>Total</i>		17.75	\$584,153

Character: Salaries and Employee Benefits (continued) **Character No.:** 672105-50

5120 Overtime

<u>Job Class</u>	<u>Hours</u>	<u>FTE</u>	<u>Amount</u>
Clerk Typist III	500	0.24	\$14,012
Technical Writing Specialist	200	0.10	9,363
Senior Environmental Specialist	1,040	0.50	48,707
Engineering Technician III	1,040	0.50	44,214
Water Agency Maintenance Worker II	1,600	0.77	49,806
Water Agency Plant Operator	2,080	1.00	90,970
Water Agency Mechanic	1,040	0.50	45,490
<i>Total</i>		3.61	\$302,562

5190 Agency / Extra Help

Agency Extra Help is required to replace personnel who have resigned, are on long-term temporary unpaid leave, or to provide additional assistance for temporary projects. Help is limited to extremely sensitive positions that are anticipated to be vacant for a period that would severely disrupt departmental operations. It is normally confined to positions that are in an unpaid status.

This account differs from 5110 Extra Help in that personnel are hired through a temporary services agency rather than through the County personnel system.

FY 2002-03 BUDGET
CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Administration and General
Section Title: General Fund

Character: Services and Supplies

Character No.: 672105-60

6020 Clothing/Personal

PCAS No. Various Overhead, ie: 111, 114, 122

The Memorandum of Understanding requires Agency to furnish uniforms and safety apparel as well as to provide laundry service for clothing.

6040 Communications

PCAS No. Various

This item is requested to cover the Agency's communication costs for radio, telephone, and data line charges. The budget reflects current expenditure history which includes the addition of cellular phones for new staff members whose work requires travel around the many Agency facilities.

6042 Paging Services

PCAS No. Various Overhead, ie: 111, 114, 122

This item is requested to provide funds for pager rental. There is no anticipated change in annual costs.

6080 Household Expense

PCAS No. 108-1

This item is requested to provide funds for cleaning and household supplies.

6103 Liability Insurance

PCAS No. 108-5

The amount requested for liability insurance in FY 02-03 is based on estimates from Risk Management which were provided as part of the County Administrator's budget instructions.

6110 Reimb of Employee Damage

PCAS No. Various Overhead

Reimbursement of Employee Damage is to cover the cost of damage to personal items while performing assigned duties. Amount budgeted is at the same level as the prior fiscal year's adopted budget.

6140 Maintenance - Equipment

PCAS No. 623, 927

This item records the cost of maintenance and repair of the Agency's data processing equipment and shop equipment.

6262 Lab Supplies

PCAS No. 120-1

This item is requested to provide funds for lab supplies utilized at the Russian River lab to perform required lab tests for the various West County wastewater treatment plants. Costs are allocated to specific plants based on number and type of test performed.

6280 Memberships

PCAS No. 108-1, 111, 114, 122

This item is requested to provide funds for Agency memberships in various professional and technical organizations.

6400 Office Expense

PCAS No. 108-1 and Various Overhead

This account records non-capitalized office expenses. No change in expenditure is anticipated.

6410 Postage

PCAS No. Various

This item is requested to cover the costs of the Agency's postage. No change in expenditure is anticipated.

6415 Books/Periodicals

PCAS No. 108-1, 111, 114, 122

This item records the cost of books, periodicals and other publications required by Agency staff to keep abreast of changes in laws, standards or technology as it pertains to Agency responsibilities or projects.

FY 2002-03 BUDGET
CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Administration and General

Section Title: General Fund

Character: Services and Supplies (continued)

Character No.: 672105-60

6430 Printing Services

PCAS No. Various

This item is requested to cover the costs of printing services, which are primarily furnished by the County Reprographics Department.

6461 Supplies/Expenses

PCAS No. Various Overhead

Supplies / Expenses covers the costs of operational supplies used by various divisions of the Agency. There are no anticipated increases for FY 02-03.

6512 Testing/Analysis

PCAS No. 3230-1

This item records costs of quality control / quality assurance to comply with Environmental Laboratory Accreditation Program (ELAP) standards within the sanitation zones and districts.

6514 Lab Services

PCAS No. 120-1

This item records the non-salary costs to test wastewater samples at the Russian River Treatment Plant, or by outside lab services, for West County sanitation zones and districts. Costs are allocated to the various West County sanitation zones and districts based on the number and types of lab tests performed. Cost reimbursements are recorded in sub-object 8709, Reimbursements.

6516 Data Processing Services

PCAS No. 108-9

This request covers the costs of various data processing supplies and services.

6521 County Services

PCAS No. Various

County Services covers the costs of services provided by other county departments, as specified in agreements. The FY 02-03 budget assumes the following costs:

Clerk of the Board	108-13	\$134,000
County Administrator's Office	108-14	54,000
County Auditor-Controller	108-12	21,000

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6570 Consultant Services

PCAS No. Various

This item covers the costs of services provided by outside consultants.

6573 Administration Costs

PCAS No. TBD

This item records the charge from the Auditor-Controller's Office to collect property taxes on the tax roll.

6610 Legal Services

PCAS No. 108-8 and Various

This account reflects the estimated cost of legal services to be provided by County Counsel and outside legal counsel, as required. The requested appropriations for legal services are the same as last year due to the number of technical, legal and regulatory matters impacting Agency operations.

FY 2002-03 BUDGET

CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Administration and General

Section Title: General Fund

Character: Services and Supplies (continued)

Character No.: 672105-60

6629 Fiscal Accounting Service

PCAS No. 108-12

This item records the direct charge for services provided by the Fiscal Services Section of the County Auditor Controller's Office for staff costs attributed to Agency accounting.

6630 Audit/Accounting Services

PCAS No. 108-12

Audit / Accounting Services covers the costs of the Agency's annual audit, including Sanitation Zones of Benefit, and accounting services provided by the Auditor - Controller's Office.

6651 Optometric Services

PCAS No. 108-1, 111, 114, 122

This item is requested to cover the costs of optometric services in providing safety glasses for various employees. No increase is requested.

6654 Medical Examinations

PCAS No. 108-1, 111, 114, 122

This item is requested to provide funds for medical exams for personnel required to have special drivers licenses or those exposed to hazardous materials. The budget allows for medical costs which may be incurred with the implementation of the Department of Transportation Drug and Alcohol regulations. Costs associated with first-aid, not charged to Workers Compensation costs, are also recorded in this account.

6800 Public/Legal Notices

PCAS No. Various

This item is requested to provide funds for publishing notices required by law. No change is requested.

6820 Rents/Leases - Equip

PCAS No. 108-7, 108-11

Rents and Leases - Equipment covers the costs of renting copiers, fax machines and other equipment as needed.

6821 Rents/Leases - DP Equip

PCAS No. 108-9

This item covers the costs of leasing computer equipment. No change is requested.

6840 Rents/Leases - Bldgs/Impr

This item is requested to cover the costs of leasing facilities for the Agency's Water Conservation, Inspection, Development Review, Environmental, Water Quality/Supply Planning, Engineering Design, Survey, Drafting, Right of Way, Governmental Affairs and Public Information Sections. The Agency has negotiated a fifth amendment to the current lease agreement, increasing the amount of leased space to 18,141 square feet in the Santa Rosa Corporate Center. The lease term has been extended through to February 14, 2003. This item also includes the rental expense to cover the operation, maintenance and depreciation costs of the Agency's facilities, as recorded in the Facilities Fund.

Lease Cost - FY 02-03	PCAS No. 108-10	\$350,400
Rent Charge - Facilities Fund	PCAS No. 108-20	585,000
	Total	<u>\$935,400</u>

6880 Small Tools/Instruments

PCAS No. Various Overhead

This item is requested to provide funds for the purchase of office furniture, small tools, instruments and equipment that are individually under \$5,000.

FY 2002-03 BUDGET

CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Administration and General

Section Title: General Fund

Character: Services and Supplies (continued)

Character No.: 672105-60

<u>Electrical Section</u>	PCAS No. 111		
Miscellaneous		5,000	
			\$5,000
 <u>Maintenance and Mechanic Services</u>	 PCAS No. 111		
Miscellaneous		5,000	
			\$5,000
 <u>Office Furniture</u>	 PCAS No. 3303		
Desk Chairs	20 @ \$500	10,000	
Replacement furniture		10,000	
Miscellaneous		10,000	\$30,000
		Total	\$40,000

6889 Software

PCAS No. 108-9

This item provides funds for various productivity software packages to be used by different sections within the Agency. This item includes the cost of maintaining licensing agreements for the various packages utilized by the Agency.

6890 Computer Hardware

This item is requested to fund the purchase of anticipated hardware additions required for new staff members and replacement or worn out parts and equipment. It is expected that the component items in these requests will not meet the Fixed Asset threshold of \$5,000. The FY 02-03 request is increased to reflect actual recent expenditure levels.

7022 Public Relations Expense

PCAS No. 108-1

Public Relations Expense includes the costs of special meetings and luncheons sponsored by the Agency.

7052 Out of State Use Tax

PCAS No. Various

This item budgets the use tax anticipated to be collected by the State of California on purchases made from out-of-state vendors.

7110 Prof Dev - Admin Management

PCAS No. 108-1, 111, 114, 122, 123

This request is for Professional Development funds for administrative management personnel.

7111 Prof Dev - Confidential

PCAS No. 108-1, 123-2

This request is for Professional Development funds for confidential employees.

7112 Prof Develop - WCE

PCAS No. 111, 114

This request is for Professional Development funds for the Agency's engineers.

7120 Training-In-Service

PCAS No. Various Overhead

This line item is necessary to provide training to Agency employees to meet safety regulations, to keep abreast of changing industry standards, and to provide employees with the knowledge necessary to do their jobs.

7130 Tuition/Textbook

PCAS No. Various Overhead

Tuition / Textbook-Nontaxable is requested to cover the costs of employee development and tuition reimbursement program, as authorized by various labor agreements.

FY 2002-03 BUDGET
CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Administration and General

Section Title: General Fund

Character: Services and Supplies (continued)

Character No.: 672105-60

7206 Equipment Usage Charge

PCAS No. Various Overhead

This item records equipment usage charges from the Equipment Fund related to staff use of Agency vehicles.

7217 State Permits/Fees

PCAS No. Various

This item is requested to cover the cost of a number of fees being charged by the state for various inspection and environmental controls.

7250 Reimbursable Projects

PCAS No. Various

Reimbursable Projects is requested to cover the costs of services provided to other county departments, cities, and other governmental agencies. These costs are reimbursed by the using entity. This sub-object will fluctuate from year to year based on need. This request is to fund work on the ARM Plan for PRMD (PCAS No. 3300).

7302 Travel Expense

PCAS No. Various

This item is requested to cover the cost of travel expenses to meetings and seminars by Agency staff. The requested increase reflects additional travel costs related to Agency projects and programs.

7303 Private Car Expense

PCAS No. Various

Private Car Expense is reimbursed to employees for the use of their private vehicles. No change is requested.

7400 County Data Processing

PCAS No. 108-9

This is the estimate given by the Data Processing Department for the costs associated with the Agency's access to the County's IBM computer system for payroll, purchasing, benefit assessments and sanitation masterfiles.

Character: Other Charges

Character No.: 672105-75

7920 Interest

Interest is requested to cover the cost of payment of interest on retention funds withheld from contractors.

7960 Rights of Way

This item is requested to cover right of way costs not specifically designated to a project.

8010 Contribution Non-Co Govt

This item is to fund development of the Environmental Discovery Center at Spring Lake Park.

Character: Fixed Assets

Character No.: 672105-85

8560 Equipment

This item is to request funds for the purchase of a repeater station (\$70,000) and other equipment purchases that may be identified during the fiscal year (\$5,000).

8561 Office Equipment

This item will provide for office equipment which may be required to meet operational needs arising during the fiscal year. This request includes a rebudget for a large format color copier and a large format scanner.

8562 Computer Equipment

The FY 02-03 request will fund the purchase of new or replacement equipment as required throughout the year. Specific items include replacement of the server for the Agency's Capricorn location.

FY 2002-03 BUDGET
CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Administration and General

Section Title: General Fund

Character: Fixed Assets- Continued

Character No.: 672105-85

8571 Field Equipment

This request will fund the purchase of miscellaneous equipment that may be required during the year.

8574 Shop Equipment

This request is for shop equipment which may be required to meet operational needs arising during the fiscal year.

Character: Other Financing Uses

Character No.: 672105-86

8621 OT - W/in General Fund - BOS

No funds are requested for FY 02-03.

8625 OT - W/in Special Dist - BOS

Russian River Projects Fund

\$1,000,000

Transfer of funds to the Russian River Projects fund to be used (1) to pay the costs for water supply and erosion control activities along the Russian River arising from assurances given by the Sonoma County Water Agency for the construction of the Coyote Valley Dam Project and the Warm Springs Dam Project; (2) to pay the costs incurred by Sonoma County Water Agency in securing and defending the Agency's appropriative water rights necessary for the realization of the full benefit of those projects; (3) to pay the costs incurred by the Sonoma County Water Agency in operating the Coyote Valley Dam and Warm Springs Dam projects, and (4) to pay the costs for water supply issues arising from activities of the Potter Valley Project.

8625 OT - W/in Special Dist - BOS (continued)

Recycled Water Fund

\$1,500,000

Transfer of funds to the Recycled Water fund is required to finance staff and construction costs associated with Recycled Water projects.

Character: Reimbursements

Character No.: 672105-87

8709 Reimbursements - Interfund

Reimbursements-Interfund are used to recover labor and overhead charged to the enterprise activity, the flood control zones, and the sanitation zones and districts.

Character: Residual Equity Transfer

Character No.: 672105-88

8865 RET - W/in Special Dist - BOS

No funds are requested under this sub-object for FY 02-03

Character: Appropriations for Contingencies

Character No.: 672105-90

9000 Appropriations for Contingencies

An appropriation for contingency amount of \$500,000 is requested in FY 02-03 to provide for unexpected emergency purchases or revenue shortfalls.

FY 2002-03 BUDGET
REIMBURSEMENT (COST APPLIED) SUMMARY

Section:	Administration & General		Number:	672105 - 8709
	Index	Description	Sub-Object	FY 02-03 Amount
<u>Charges From:</u>	672105	Administration & General	Various	\$22,485,013
<u>Charges To:</u>	673202	Zone 1A Laguna Mark West	Various	2,767,852
	673301	Zone 2A Petaluma	Various	430,379
	673400	Zone 3A Valley of the Moon	Various	157,937
	673509	Zone 5A Lower Russian River	6180	114,505
	673707	Zone 8A South Coast	6180	53,962
	674614	Russian River Projects	Various	860,759
	674622	Recycled Water Fund	6522	430,379
	675108	Water Transmission	6522	7,037,425
	675405	Storage Facilities	Various	734,409
	675413	Pipeline Facilities	Various	0
	675421	Common Facilities	Various	2,250,607
	687103	Equipment Fund	6140	500,135
	687202	Facilities Fund	6180	114,505
	677104	Graton	6522	118,453
	677310	Graton Construction	Various	7,239
	678102	Sea Ranch	6522	28,955
	678300	Sea Ranch Construction	Various	14,478
	680108	Penngrove	6522	35,536
	680306	Penngrove Construction	Various	14,478
	681106	Geyserville	6522	57,252
	681304	Geyserville Construction	Various	14,478
	682104	Airport-Larkfield-Wikiup	6522	429,063
	682302	Airport-Larkfield-Wikiup Construction	Various	348,778
	650101	Forestville CSD	6522	105,292
	650507	Forestville CSD Construction	Various	85,549
	651109	Occidental CSD	6522	105,292
	651505	Occidental CSD Construction	Various	34,220
	652107	Russian River CSD	6522	855,494
	652305	Russian River CSD Construction	Various	375,101
	653105	Sonoma Valley CSD	6522	2,500,675
	653303	Sonoma Valley CSD Construction	Various	1,741,259
	654103	South Park CSD	6522	31,587
	654301	South Park CSD Construction	Various	128,982
<i>Total</i>				<u>\$22,485,013</u>
				-2,685,013

FY 2002-03 BUDGET

STATEMENT OF SPECIAL FUND ACTIVITY

Department: Sonoma County Water Agency - Administration and General
Section: General Fund
Index No.: 672105

DESCRIPTION OF FUND ACTIVITY	Actual FY 00-01	Estimated FY 01-02	Requested FY 02-03
Undesignated/Unreserved <i>BEGINNING</i> Fund Balance Available for Budgeting (See Detailed Components Below)	\$2,377,615	\$2,734,073	\$2,378,973
Annual Revenues and Expenditures:			
Revenues - Increase fund balance	\$3,728,059	\$3,951,444	\$3,585,300
Expenditures - (Decrease) fund balance	(\$3,201,497)	(\$4,799,372)	(\$3,357,000)
Net Surplus or Deficit - Increase/(Decrease) to fund balance	\$526,562	(\$847,928)	\$228,300
Adjustments to Reserves/Encumbrances:			
Outstanding Encumbrances - (Decrease) fund balance	(\$170,516)		
Fund Bal Reserved For Inventory - Net Change	\$412		
Fund Bal Reserved for Contingencies - Net Change	\$0		
PY Encumbrances		\$492,828	
Net Adjustment - Increase/(Decrease) to Fund Balance	(\$170,104)	\$492,828	\$0
Undesignated/Unreserved <i>ENDING</i> Fund Balance Available for Budgeting	\$2,734,073	\$2,378,973	\$2,607,273
Total Increase/(Decrease) in Fund Balance for Fiscal Year (Difference between Beginning and Ending Balance)	\$356,458	(\$355,100)	\$228,300
<i>Fund Balance Components at Beginning of FY</i>	7/1/00	7/1/01	
Cash	\$3,228,096	\$3,819,513	
Due from Other Governments	0	0	
Accounts Receivable	0	44,824	
Inventory	25,933	25,521	
Accounts Payable	(191,297)	(300,558)	
Salaries & Benefits Payable	(261,372)	(261,372)	
Encumbrances	(322,312)	(492,828)	
FB Res for Inventory	(25,933)	(25,521)	
FB Res for Contingencies	(75,000)	(75,000)	
FB Res for Petty Cash	(500)	(500)	
Total Beginning Fund Balance	\$2,377,615	\$2,734,079	